

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 THROUGH: Deputy Director of Training  
 FROM : Registrar/TR

DATE: 9 April 1959

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SUBJECT: Weekly Activity Report No. 14  
 1 April - 7 April 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. On Monday, 6 April at 1020 hours, WE Division informed [ ] that they had an urgent requirement for an employee to take a 16 week [ ] course at FSI, which began that same day. By noon [ ] had obtained the slot from FSI; arranged for the [ ] 25X1  
 [ ] briefed the individual and arranged for his admission into the class in the early afternoon. I'm happy that WE was afforded super-service.

2. [ ] had another call made on his persuasive capacities in the case of an external trainee [ ] (OSI) now at Rutgers. The trainee's check for hospitalization premium arrived in [ ] office 31 March (last day) and was forwarded by runner, the normal mail facility to the Insurance Branch. That installation, having noted the arrival time of the check as 1 April, immediately, i.e., on 3 April, notified [ ] that the trainee's hospitalization policy was being cancelled by reason of dilatory premium payment. [ ] called, in person, on the Chief, Insurance Branch and prevailed upon him to overlook this innocent infraction, an essential argument being a memorandum signed by Mr. [ ] 25X1  
 Henceforth, all full-time external trainees will be directed to attend to their insurance matters directly (and promptly) through the GEHA post office box, rather than through [ ]

3. [ ] has been supervising the current running of the Training Officer Orientation. The participants are:

[ ]  
 unfortunately compelled to withdraw at the last moment.) The trainees have repeatedly expressed their appreciation for the valuable briefings given them as they have progressed through OTR. It is clear that they are intent on deriving the utmost benefit from their orientation.

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25 YEAR RE-REVIEW

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25X1 4. An inquiry made by the OCR Training Officer as to the  
25X1 availability of training in the handling of classified mail  
was resolved by [ ] Although much of the required  
training is already given in the Clerical Orientation course  
he elicited an offer by Mrs. [ ] to conduct a special train-  
ing session to meet the specific OCR requirement for 12 clerks.  
That information is in the hands of [ ] TO/OCR. 25X1

25X1 5. In carrying out his responsibility for monitoring and  
25X1 evaluating component activities with training aspects, [ ]  
[ ] was invited by the Deputy CIA Librarian to attend a Book  
25X1 Review Panel convened by the Reference Branch of OCR on 6 April.  
[ ] purpose was to estimate applicability of [ ] to 25X1  
this bi-weekly Panel. While his first look gave him a favorable  
impression, he needs more time before reaching a decision.

25X1 6. The Motor Vehicle Operators' Safety Meetings sponsored  
by the Office of Logistics for Agency vehicle operators was  
approved for credit against the 5%-in-training requirement.

7. [ ] conferred with the Armed Forces Special Weapons  
Command, Training Division with the purpose of locating addi-  
tional capabilities to meet training requirements levied by  
ORR in missile orientation. The AFSWP people (Commander R. N.  
Redmond, USN, Chief, Training Division, and Dr. Karl F.  
Oerlein, Education Officer, Training Division) offered two  
spaces in an eight-day indoctrination course (part of NWC)  
given at Sandia Air Force Base on 14 May 1959, described as of  
greater scope than the orientation course hitherto utilized.  
Moreover, the AFSWP representatives offered to arrange for  
courses to meet Agency requirements, depending upon the evalu-  
ation made by the initial Agency participants.

25X1 8. [ ] furnished specific data on two  
budgetary items to the Executive Officer; namely, on language  
awards (total to 31 March, \$167,050) and on International  
Communism course runnings.

9. The Information Branch has been deeply engrossed in the  
paper work entailed by the Committee for Language Development -  
drafting proposals and other papers on the agenda for the meet-  
ing held 9 April 1959. 25X1

10. We'd like to compliment [ ] and his aides on  
the excellent support we have received in issuing Special  
Bulletins.

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25X1

11. I feel DTR is currently informed on the University of [ ] summer program and other matters in which we've had direct dealings recently, so no further mention is made here, with one exception. At today's Language Development Committee meeting, after DTR's departure, I reported on his request for data on language aptitude testing for the VLTP. Based on some cooperation in research from [ ], we find 70% of the 366 who started this trimester had been given the aptitude testing. These are some results on the 255 tested:

DDS

25X1

14 had Aptitude 1 - the best. As expected, about 50% fell in Aptitudes 4, 5 and 6. There were 55 with the lowest rating of Aptitude 8 and of these, 27 have already dropped out. Two-thirds of all drop-outs with lowest aptitude were taking [ ]

25X1

12. During the week 1 April - 7 April 1959, there were 843 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

DDS

297 enrolled in 58 classes (14 languages) voluntary }

232 enrolled in 38 classes (13 languages) internal }

173 enrolled in 10 Intelligence School courses

112 enrolled in 6 Operations School courses

14 enrolled in 2 area courses

6 from other Government agencies

9 Dependents

25X1

4 1/3



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